

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE8166925  
POSITION NO: 945061  
CLASS CODE: 3641

Date Posted: 08/27/12  
Closing Date: 09/10/12

POSITION TITLE: Head Start Teacher Aide  
DEPARTMENT NAME: Navajo Head Start - Shiprock Agency  
DEPARTMENT NO: 816 WORKSITE LOCATION: Carson, NM  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: V56A  
Days: M-F Permanent: ☒  
Hours: 8am to 4pm Temporary: ☐ Duration: \$ Per Annum  
Part-Time: ☐ No. of Hrs/Wk: \$ 9.66 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assist the Head Start Teacher in maintaining a classroom conducive to age appropriate learning, participates in home visits to explain the program's purpose and to recruit children, assist in maintenance of up-to-date records concerning the growth, health, behavior and progress of each child, in implementing plans for each child as identified by the Head Start Teacher in developmental and culturally appropriate activities on materials, helps coordinate program plans with head start center staff and parents, assist in planning and conducting field trip activities and recruiting, make and obtain classroom materials and equipment activities related to meetings, act as bus monitor on bus when children are being transported to and from center, assist with supervising children in the classroom and assist with parent/teacher conferences. Assist with health screenings and daily hygiene and performs duties as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School Diploma or GED (To receive full credit for education & experience, applicant must submit copies of transcripts, degree, diploma or certifications)

**Experience:**

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of early childhood development/education, knowledge of laws, regulations and tribal policies on child care, knowledge of the Navajo Culture and traditions. Ability to nurture, motivate, teach and influence children three to five years of age, ability to display mature, patience and understanding, ability to articulate behavior, ability to work extended and flexible work hours, ability to understand and communicate in the Navajo and English languages.

**License/Certification Requirements:**

Must pass a criminal background check, fingerprinting and employee assessment prior to employment and must possess a valid driver's license. Within 90 days of employment must obtain a physical examination, updated TB (skin test) a First Aid, Cardiopulmonary Resuscitation (CPR) certificate. Food Handler's Permit and a Navajo Nation Operator's Permit. Some positions may require a commercial driver's license.

**VETERANS' PREFERENCE APPLIES (This position is considered a Union Position)**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**